

## Working with Constructed (Multi-Trip) Travel Vouchers

If you deviate from the authorized itinerary and/or transportation mode because of personal preference, reimbursement is limited to the authorized travel costs. If your personal preference itinerary costs less than the authorized itinerary, then you are reimbursed the lesser of the two costs. (You can compare up to three trip versions.)

CGE calculates the cost of the travel and the cost of the authorized travel, compares them, and selects the lesser of the two amounts for your reimbursement.

The following example shows you how to compare authorized travel costs and actual travel costs and gives you detailed information on how to copy one trip to a second trip on the same voucher.


**Example:** For the cost comparison, you have deviated from the authorized travel and decided to drive your personal vehicle to Philadelphia instead of taking the train and a taxi, as planned. In this case, you will create the travel as actually performed by deleting the train fare and taxi expenses. You will add the private vehicle mileage to/from Philadelphia (280) and parking charges (\$35).

## How To Create a Constructed Travel Voucher

1. Open the appropriate voucher, or create a new voucher.
2. On the **Summary** page, click **Trip #**
3. On the **Trip Information** page, click **Add Trip**,
4. In **Document Information**, on the **Trip Information** page for **Trip 2**, enter the trip information for Trip 2
5. Click **Save**.
6. Click the **Expenses** tab, and then enter the expenses for Trip 2.


7. Click **Save**

## Additional Information

You can also click the **Copy Trip** icon  on the **Trip Information** page to copy the expenses from Trip 1, and then modify the expenses as needed.

In the **Date** field, accept or retype the date.

From the **Expense Description** list, select a description.

In the **Cost** field, enter the expense amount. (If you need to enter the converted cost from another currency, click the **Foreign Calculator**  icon.)

From the **Payment Method** list, accept or select a payment method.

If the expense applies to multiple days, enter or select a date in the **Copy Through** field to replicate the expense.

If you need to enter more expense details, click **Show Other Details**.

**Expense Category:** Select an expense category.

If the expense is reimbursable, select the **Reimbursable** check box.


If the expense is taxable, select the **Taxable** check box.

**Vendor:** Type or select a vendor name.

**Comments:** Enter any optional comments.

**Accounting:** Select an organization/account code label pair.

If you need to itemize expenses, click the **Itemize**

**Expense**  icon next to the expense, in the **Expense List** area. (You must save expenses before you can itemize them.)

To add more expenses, click the **Add Expense** button and complete the **Expense Details** area.

For more information on working with expenses, see *Working with Expenses* in this document.

8. To view the voucher summary, click **Document Summary** on the document toolbar. Notice that the lowest cost trip is identified in the **Totals Details** area of the **Document Summary**.
9. To view the differences between Trip 1 and Trip 2, click **Totals** on the document toolbar.
10. On the document toolbar, click **Close Document** to close the voucher.

The **Total Details for <Document Name>** displays the totals for both trips and highlights the lower cost trip with asterisks. Scroll to the bottom to view the **Expense Category Details** area.

To view information for a specific trip number, return to the Document Information (**Trip Information** tab) and select the trip number from the list.